



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

ADOPTIONS SUPERVISOR I

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	Various locations throughout the state.
WHO SHOULD APPLY	Competition limited to State Employees only. Applicants must have a permanent civil service appointment with the Department listed above as of the final file date, in order to take this examination. <i>(See General Information for exceptions to this requirement.)</i>
HOW TO APPLY	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
FINAL FILE DATE	FINAL FILE DATE: JULY 30, 2004 Applications (STD 678) must be P O S T M A R K E D no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$4746 - \$5726
QUALIFICATION APPRAISAL INTERVIEW	It is anticipated that interviews will be held in August/September 2004. Ordinarily, these are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be changed as conditions warrant.
POSITION DESCRIPTION	This is the first supervisory level class in the series. Under direction, incumbents supervise a group of Adoptions Specialists in the provision of adoption services in the relinquishment and independent adoptions program within a district office reporting to an Adoptions Supervisor II.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ADOPTIONS SUPERVISOR I
WL30 - 9420

FINAL FILE DATE: JULY 30, 2004
EXAM CODE: 4BP08

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS FOR THIS EXAMINATION BY THE FINAL FILE DATE. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability. Ability to serve as a grievance review hearing officer for applicant grievances.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**MINIMUM
QUALIFICATIONS**

Education: Completion of an approved two-year graduate curriculum in social work (Master's Degree in Social Work). Candidates enrolled in the final semester or quarter of graduate work will be admitted to the examination but will not be appointed until the degree has been conferred. **AND**

EITHER I

Experience: Two years of experience in the California state service performing the duties of an Adoptions Specialist, Range B.

OR II

Two years of experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.

SPECIAL NOTE

The Senior Adoptions Caseworker title was revised to Adoptions Specialist, Range B by the State Personnel Board on January 20, 1999.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THIS INTERVIEW WILL BE DISQUALIFIED.**

**EXAMINATION
INFORMATION
(CONTINUED)****QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****Scope:**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Provisions of State and Federal rules, regulations, and laws relating to adoptions in California.
2. Principles, practices, and techniques used in the administration of adoptions programs, casework theory and practice, child psychology and principles of individual and group behavior, family relationships, the effect of separation on children and parents, and child welfare casework objectives.
3. Socioeconomic factors which promote stable family security.
4. Casework techniques in working with special needs children who experience adverse parental background, including a history of incest and other sexual abuse, a history of mental or physical illness within the family, or severe neglect or mental or physical abuse by the birth parent(s).
5. Developmental effects upon children exposed to nontraditional lifestyles.
6. Reclaim procedures.
7. Set-aside petition investigations and reports.
8. The group home study process.
9. Crisis intervention techniques in the provision of post adoption services and cases in which a potential disruption requires immediate attention.
10. State and Federal rules, regulations, and laws as they apply to contested termination of parental rights.
11. Effective personnel and supervisory practices and training methods.
12. A manager's and supervisor's responsibility for providing equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Skill in:

1. Applying the principles and techniques of social casework.
2. Effectively and efficiently providing casework services to children with special needs.
3. Working independently with local county welfare departments in assessing the adoption potential of children within the child welfare system.
4. Developing and maintaining effective interpersonal relationships while working with county welfare departments, other public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system.
5. Conducting orientation meetings with the public.
6. Encouraging and assisting in the maximum professional growth of subordinate staff.

C. Ability to:

1. Interpret provisions of the State and Federal rules, regulations, and laws pertaining to adoption programs.
2. Utilize community resources effectively.

(CONTINUED ON THE REVERSE SIDE)

**EXAMINATION
INFORMATION
(CONTINUED)****C. Ability to:**

3. Analyze problems arising out of the operation of adoptions programs.
4. Reach practical and logical conclusions.
5. Secure accurate social data, record such data systematically, and communicate effectively.
6. Analyze situations accurately and take effective action.
7. Utilize and apply effectively the required technical knowledge.
8. Act independently.
9. Monitor, review, and manage cases of increasing difficulty and protracted legal involvement.
10. Act in a professional manner and represent the Department of Social Services in meetings with other adoptions and child welfare professionals.
11. Articulate casework practice and policy during conferences and legal hearings.
12. Plan, organize, and effectively direct the work of others and provide guidance in the professional development of casework staff.
13. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**VETERANS
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final file date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

GENERAL INFORMATION (CONTINUED)

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an optional oral presentation is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.